TOWN OF FAIRFAX
STAFF REPORT

To: **Mayor, Members of the Town Council**

From: **Michael Rock, Town Manager**
Laurie Ireland-Ashley, Finance Department

Date: **June 2, 2010**

Subject: **Discussion/consideration of a revised Master Fee Schedule**

RECOMMENDATION

Discussion/consideration of a revised Master Fee Schedule.

DISCUSSION

The Town of Fairfax has a current active Master Fee Schedule (Resolution No. 2434) adopted by the Town Council on September 6, 2006. Since that time period general operating costs have continued to rise. The Town hired Willdan to complete a User Fee Study to identify through a Cost Allocation Plan (CAP) all the incurred costs for the Town are captured within the fees. The CAP is for the Town's use with the User Fee Study and is not OMB-87 compliant, therefore should not be used for any Grant reimbursements.

Willdan identified the Fully Burdened Hourly Rate (FBHR) for several key positions within the Town of Fairfax. FBHR includes all of the costs, direct and indirect associated with the position. Direct Labor (Salary & Benefits), and Indirect (Departmental Overhead and Central Services overhead) to determine the true cost to the Town of performing various functions.

Based upon this analysis and the User Fee Full Cost Recovery Calculation (so that the Town is recouping the incurred expenses of staff), the Staff is reviewing all of the fees currently charged by the Town. The first portion of the recommendation based on that analysis is before you today. Staff will return on July 7, 2010 with the balance of the proposed Master Fee Amendments. Staff proposes the following changes to the current fee resolution:

Planning Fees (Exhibit A)
Staff recommends that the planning fees be adjusted to reflect the Planning Department Fees listed in Exhibit A. While some of the fees remain the same there are a few areas that reflect increases to offset the costs. For example, in the area of variances staff recommends the increase to Fences to $534 from $450 which covers the actual cost of the review and processing.

Willdan reviewed the services provided by the Planning Department. Based on the input staff recommends that the Town change the fee schedule in the areas of Environmental Review, Lot Line Adjustments, and Subdivisions to a deposit, then FBNR + Materials. This will create a fair balance for the use of staff time. The rate will be entirely based upon the actual time used and therefore fairly represented for each project.

Building Permit Fees (Exhibit B)
Staff recommends that the building permit fees be amended to reflect the FBHR with the exception of the Water Heater and Furnace Building Permits. In an effort to foster and insure compliance for the public safety staff recommends that these permits be set at a rate of $100 each with the Town absorbing the remainder of the FBHR.

Engineering Fees (Included in Exhibit A)
Currently in Section 2 of Resolution No 2434 states *"The following deposits are estimated minimums based upon the cost of reviewing various permits and entitlements, plus 20% for related planning review and administrative costs. Unused portions of these fees will be refunded to the applicant at the conclusion of the permit or entitlement review process. If the cost of review exceeds the original deposit amount, the applicant will be required to deposit additional monies, at the rate of $96.00 per hour, before processing continues or prior to the issuance of the respective permits or entitlements."* Staff recommends that the fees be changed to 'plus 30%" and the rate of $104.00 per hour.

Administrative, Facilities and Police Fees (Exhibit C, D, and E)
Staff recommends that the Police Fees be adjusted based on the schedule. One of the fees in question, Subpoena Town Employee for Civil Matter is reduced because the law limits the amount of recovery to $150.

The Facilities Rental fees are currently reflected in Resolution 2473. Staff recommends that the fees be increased by 10% in all categories and that the Key Deposit be modified to be $25, removing the Drivers License Option.

FISCAL IMPACT
Balance the revenue with the cost of services. Full Cost Recovery Fees would contribute to a sustainable budget.

ATTACMENTS
Exhibit A – Planning Fees
Exhibit B – Building Permit Fees
Exhibit C – Administrative Fees
Exhibit D – Facilities Fees
Exhibit E – Police Fees
Willdan Fee Study
Resolution 2434 & 2473

Exhibit A
Resolution No.
Fee Schedule : Planning Fees
Year: 2010/2011

	Total Time (in Hours)	Fully Burdened Cost to Provide Service			
FB Hourly Rate					
FB Minute Rate (FB Hourly Rate/60 Minutes)					
Service/Application		**Cost**	**Set Fee**	**Proposed Fee**	**Change**
PLANNING FEES					
The following fees are based upon an estimate of the minimal amount of planning staff time necessary to process various planning entitlements. These fees do not include costs pertaining to other Town Staff members related to processing planning entitlements. Also, the following fee schedule does not include the cost or related fees associated with the review of an application by the Town Engineer.					
Basic Sign Permit Fee (conforming use)	0.92	$102	$35	$50	**$15**
Design Review Fees					
Preliminary Design Review Signs	1.67	$201	$50	$201	**$151**
PERMIT		$100			
Modification	1.67	$201	$100	$201	**$101**
Banner Installation (non-profit)	6.50	$507	$51	$350	**$299**
Confiscated Sign	1.75	$158	$27	$158	**$131**
Exterior Color Change	2.00	$225	$150	$224	**$74**
Fences and Exterior Color Change		$150			
Residential Construction >= $19,999	0.50	$39	$300	$300	
Residential Construction <= $20,000	0.50	$39	$750	$750	
Commercial Projects - Minor	4.00	$471	$750	$750	
Commercial Projects - Major	45.50	$5,599	$750	$5,600	**$4,850**

Service/Application		Cost	Set Fee	Proposed Fee	Change
Modification		$80			
Modification of Approved Plan	0.50	$39		$5,600	**$5,600**
Multiple Residential, per Each Unit Over 10	45.50	$5,599	$70	$5,600	**$5,530**
				$0	
Violation Inspection	3.50	$467	$80	$467	**$387**
				$0	
Ridgeline Scenic Corridors				$0	
Principal Structures	5.50	$658	$750	$750	
Accessory Structures	5.50	$658	$275	$750	**$475**
				$0	
Planned Development District				$0	
Preliminary Development Plan	0.00	$0	$950	$2,500	**$1,550**
Master Plan	0.00	$0	$950	$2,500	**$1,550**
Precise Plan	0.00	$0	$950	$2,500	**$1,550**
Amendment to Approved Plan	0.00	$0	$950	$2,500	**$1,550**
				$0	
Rezoning and Pre-zoning				$0	
Rezoning and Pre-zoning	0.00	$0	$772	$3,000	**$2,228**
				$0	
General Plan Amendment				$0	
General Plan Text	0.00	$0	$772	$2,500	**$1,728**
General Plan Map	0.00	$0	$772	$2,500	**$1,728**
				$0	
Use Permits				$0	
Use Permit	7.50	$943	$925	$942	**$17**
Modifications of Approved Use Permits	7.50	$943	$465	$942	**$477**
Permit Extension Fee	2.25	$303	$0	$328	**$328**
				$0	
Variances				$0	
Fences	4.50	$534	$450	$534	**$84**
Modification of Approved Fence Variances	4.50	$534	$230	$534	**$304**
All Other Variances	7.00	$854	$925	$925	
Modification of Approved Variances	6.00	$738	$465	$925	**$460**
Renewal, Extension of Time	1.00	$142	$175	$175	
				$0	

Service/Application		Cost	Set Fee	Proposed Fee	Change
Annexation				$0	
Annexation Application/Processing	0.50	$80	$950	$950	
LAFCO Fee (estimated minimum)	0.50	$80	$7,500	$4,795	**-$2,705**
				$0	
Hill Area Residential Development Permit (HRD)				$0	
HRD	41.58	$5,159	$1,100	$5,158	**$4,058**
Modification of Approved HRD Permit	0.00	$0	$545	$5,158	**$4,613**
Renewal	1.50	$181	$175	$180	**$5**
				$0	
Traffic Impact Report (TIP)				$0	
TIP	43.00	$5,430	$905	$5,430	**$4,525**
+	5.50	$699	$420	$698	**$278**
Street Opening Permit		$125			
				$0	
Illegal Tree Cutting Fee	0.00	$0	$500	$1,000	**$500**
				$0	
Well Drilling Permit	0.00	$0	$126	$126	
				$0	
Research ($60.00 minimum)	0.00	$0	$60	FBHR Rate per dept - $60.00 Minimum	
This Fee pertains to extensive research of records and information at Town Hall by Town Hall Staff				$0	
				$0	
Photocopying	0.08	$7	$2	6.00 1st page, .25 additional pages	
				$0	
Ordinance Preparation				$0	
Application Fee	30.00	$3,713	$630	$3,713	**$3,083**
Town Attorney Deposit	0.00	$0	$390	400.00 Deposit ($190.00 per hour)	
				$0	
Development Agreement				$0	
Application Fee	6.00	$815	$578	$814	**$236**
Town Attorney Deposit	0.00	$0	$380	400.00 Deposit ($190.00 per hour)	

Service/Application		Cost	Set Fee	Proposed Fee	Change
				$0	
Excavation or Fill				$0	
1 to 25 cubic yards		$39			
1 to 100 Cubic Yards	0.75	$101	$72	$100	**$28**
Over 100 Cubic Yards	10.50	$1,376	$144	$1,375	**$1,231**
				$0	
Certificates of Compliance				$0	
Any	4.25	$535	$264	$535	**$271**
conditional certificates	0.00	$264		$264	**$264**
				$0	
Encroachment Permits				$0	
Fences	5.00	$595	$95	$595	**$500**
Retaining Walls	6.00	$719	$300	$718	**$418**
Other Structures	6.00	$719	$200	$718	**$518**
Street Opening Permit	2.50	$283	$125	$282	**$157**
				$0	
Environmental Review				$0	
Initial Study/Negative Declaration	40.00	$4,951	$575	$2,500	**$1,925**
Environmental Impact Report	0.00	$0		$2,500	**$2,500**
County Processing Fee	0.00	$0		$2,500	**$2,500**
Mitigation Monitoring	0.00	$0	$60	$2,500	**$2,440**
State Fish and Game Fees	0.00	$0		$2,500	**$2,500**
				$0	
Lot Line Adjustments				$0	

Service/Application		Cost	Set Fee	Proposed Fee	Change	
Lot Line Adjustment Application/Processing - Ministerial	5.50	$694	$263	$2,500	**$2,237**	
Lot Line Adjustment Application/Processing - Discretionary	9.50	$1,189	$263	$2,500	**$2,237**	
Engineering Deposit	0.00	$0	$225	$2,500	**$2,275**	
				$0		
Subdivisions				$0		
Tentative Map				$2,500	**$2,500**	
a. Less than 5 lots	0.00	$0	$772	$2,500	**$1,728**	
b. 5 lots or more	0.00	$0	$772	$2,500	**$1,728**	
c. Extension of Tentative Map	0.00	$0	$263	$2,500	**$2,237**	
Final Map Fee	0.00	$0	$210	$2,500	**$2,290**	
				$0		
Preliminary Planning Review				$0		
Preliminary review of planning entitlement applications, and related consultation with the Planning Director				1 Hr Deposit + FBNR x Time		
Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation under $50,000)	2.00	$266	$140	$265	**$125**	
Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation greater than or equal to $50,000)	2.50	$327	$230	$327	**$97**	
				$0		
Appeal Fee	8.00	$1,095	$105	$300	**$195**	**$78,661**

Service/Application		Cost	Set Fee	Proposed Fee	Change
				$0	
				$0	
ENGINEERING REVIEW FEES*					
Commercial Projects	0.00	$0	$850	$850	
				$0	
HRD Permit Review, Single Family Residences	0.00	$0	$750	$750	
				$0	
HRD Permit Review, 50% (or greater) Remodels	0.00	$0	$500	$500	
				$0	
Non-HRD, Single Family Residences	0.00	$0	$650	$650	
				$0	
Non-HRD, 50% (of greater) Remodels	0.00	$0	$450	$450	
				$0	
Planned Development District Applications	0.00	$0	$750	$750	
				$0	
Annexation	0.00	$0	$850	$850	
				$0	
Traffic Impact Permit	0.00	$0	$750	$750	
Street Opening		$121			
street Opening Permit (utility company project)		$500			
				$0	
Excavation Permit Review	0.00	$0	$500	$500	
				$0	
Map Review	0.00	$0	$850	$850	
				$0	
Site Specific Engineering Review	0.00	$0	$450	$450	
				$0	
* These deposits are estimated minimums based upon the cost of reviewing various permits and entitlements, plus 20% for related planning review and administrative costs.				* These deposits are estimated minimums based upon the cost of reviewing various permits and entitlements, plus 30% for related planning review and administrative costs.	

Service/Application		Cost	Set Fee	Proposed Fee	Change
* Unused portions of these fees will be refunded to the applicant at the conclusion of the permit or entitlement review process. If the cost of the review exceeds the original deposit amount, the applicant will be required to deposit additional monies, at the rate of $96 per hour, before processing continues or prior to the issuance of the respective permits or entitlements.				* Unused portions of these fees will be refunded to the applicant at the conclusion of the permit or entitlement review process. If the cost of the review exceeds the original deposit amount, the applicant will be required to deposit additional monies, at the rate of $104 per hour, before processing continues or prior to the issuance of the respective permits or	
				$0	
CONTRACT OR CONSULTING SERVICES					
In addition to planning staff, and the services of the Town Engineer, the services of an outside consultant, other than an Environmental Impact Report Consultant may be necessary. The consultant's time will be charged on a cost basis plus 10% of the contract cost to recover administrative costs incurred by the Town.				$0	
ADVANCED PLANNING, TECHNOLOGY and INFRASTRUCTURE IMPROVEMENT FEES					
General Plan Maintenance Fee	0.00	$0		5% of all building permits with a value greater than $10,000	
Technology Improvement Fee	0.00	$0		5% on all building permits	
Infrastructure Improvement Fee	0.00	$0		5% on all building permits	
PENALTY FOR WORK WITHOUT VALID ENTITLEMENT OR PERMITS					

Service/Application		Cost	Set Fee	Proposed Fee	Change
Where work requiring a permit or entitlement required by the Fairfax Town Code or the Uniform or California Building Codes, for which fees are specified in this resolution, is started or proceeded with prior to obtaining said permit, the fees shall be three times the cost of the required permit. The payment of such fees shall not relieve any persons from fully complying with the requirements of the Codes in the execution of the work nor from any other penalties prescribed therein.					
REIMBURSEMENT OF TOWN ATTORNEY COSTS					
The Town Attorney's time is charged at the rate specified in the current contract with the Town. A minimum deposit equivalent to one hour of time is required in conjunction with a formal request for the Town Attorney Services				Add additional cost for the time of the Senior Planner & Administrtive Admin amounting to 15 mins each or $50 per transaction	
RESIDENTIAL RE-SALE INSPECTION					
Residential Re-Sale Inspection	3.25	$469	$210	$210	**-$258**
Per additional living Unit	0.50	$81	$25	$25	**-$56**
SOLAR ENERGY PERMIT FEES					
Installation of Solar Energy collection devices	1.25	$182	Waived	Waived	
ADDITIONAL FEES NOT CURRENTLY CHARGED	0.00	$0			
ADDITIONAL FEES NOT CURRENTLY CHARGED	0.00	$0			
ADDITIONAL FEES NOT CURRENTLY CHARGED	0.00	$0			
ADDITIONAL FEES NOT CURRENTLY CHARGED	0.00	$0			
ADDITIONAL FEES NOT CURRENTLY CHARGED	0.00	$0			

Service/Application		Cost	Set Fee	Proposed Fee	Change
ADDITIONAL FEES NOT CURRENTLY CHARGED	0.00	$0			
ADDITIONAL FEES NOT CURRENTLY CHARGED	0.00	$0			
Fee Notes					
1 FB Hourly Rates from PLANNING Development Services / Fully Burdened Hourly Rates Summary T 1.1.					
2 Derived by multiplying each position's FB Hourly Rate by the number of minutes spent on each service.					
3 Full Cost Recovery Fee represents Total Cost including cost of services and all Third Party costs.					
4 Amount by which General Fund currently subsidizes/overcharges the service.					
The current fully burdened hourly rate is $110.00 per hour.					

Exhibit B
Resolution No.
Fee Schedule : Building Permits
Year: 2010/2011

FB Hourly Rate[1] FB Minute Rate (FB Hourly Rate/60 Minutes)	Total Time (in Hours)	Fully Burdened Cost to Provide Service Permit Cost	Current Fee		Purposed Fee	CHANGE
Service/Application		**Cost**	**Fee**	**Valuation**	**Fee**	
RESIDENTIAL						
New Home	39	$ 6,004.27	$ 5,608.75	$ 1,000,000.	$ 6,004.27	$396
Major Remodel	29	$ 4,462.55	$ 543.25	$ 40,000	$ 4,462.55	$3,919
Major Kitchen Structural	22	$ 3,324.18	$ 251.25	$ 15,000	$ 3,324.18	$3,073
Major Bath Structural	16	$ 2,309.39			$ 2,309.39	$2,309
Minor Kitchen	12	$ 1,782.46			$ 1,782.46	$1,782
Addition Major	22	$ 3,324.18			$ 3,324.18	$3,324
Minor Bath	7	$ 1,014.80			$ 1,014.80	$1,015
Roof Large	4	$ 608.24			$ 608.24	$608
Roof Small	3	$ 445.62			$ 445.62	$446
Water Heater	2	$ 323.65			$ 100.00	$100
Water Line	2	$ 282.99			$ 282.99	$283
Gas Service	4	$ 526.93			$ 526.93	$527
Electrical Service	4	$ 526.93			$ 526.93	$527
Solar	4	$ 526.93		Exempt	$ 526.93 Exe	$527
Furnace	2	$ 323.65			$ 100.00	$100
Addition Minor	14	$ 2,192.22	$ 713.75	$ 60,000	$ 2,192.22	$1,478
Garage New	17	$ 2,598.78			$ 2,598.78	$2,599
Carport New	11	$ 1,704.35			$ 1,704.35	$1,704
Garage Repair	7	$ 1,096.11			$ 1,096.11	$1,096
Carport Repair	7	$ 1,096.11	$ 181.25	$ 10,000	$ 1,096.11	$915
Deck New	7	$ 1,096.11			$ 1,096.11	$1,096
Deck Repair	5	$ 689.55			$ 689.55	$690
New Foundation	6	$ 933.49			$ 933.49	$933
Earthquake Retro	3	$ 445.62			$ 445.62	$446
Injector Pump	3	$ 364.30			$ 364.30	$364
Sun Room	5	$ 689.55			$ 689.55	$690
Garage Door	2	$ 282.99			$ 282.99	$283
Pool House	17	$ 2,680.09			$ 2,680.09	$2,680
Repipe Home	2	$ 282.99			$ 282.99	$283
Radiant Heating	3	$ 445.62			$ 445.62	$446
Creek Bank Repairs	12	$ 1,866.97	$ 321.25	$ 20,000	$ 1,866.97	$1,546
Woodstove	2	$ 282.99			$ 282.99	$283
Swimming Pool	9	$ 1,297.79			$ 1,297.79	$1,298
Hot Tub	4	$ 526.93			$ 526.93	$527
Retaining Wall	7	$ 1,096.11			$ 1,096.11	$1,096
COMMERCIAL						
Major Remodel	44	$ 6,693.82			$ 6,693.82	$6,694
Roof Large	6	$ 912.36			$ 912.36	$912
Roof Small	5	$ 668.42			$ 668.42	$668
Water Heater	3	$ 485.47			$ 485.47	$485
Water Line	3	$ 424.49			$ 424.49	$424
Gas Service	5	$ 790.39			$ 790.39	$790
Electrical Service	5	$ 790.39			$ 790.39	$790
ADA Upgrades Minor	7	$ 1,014.80			$ 1,014.80	$1,015
ADA Upgrades Major	11	$ 1,665.29			$ 1,665.29	$1,665

Service/Application		Cost	Fee	Valuation	Fee		Notes
Grease Traps	2	$ 282.99			$ 282.99	$283	
Awning	2	$ 282.99			$ 282.99	$283	
Sign Structural	2	$ 282.99			$ 282.99	$283	
Freezer	5	$ 689.55			$ 689.55	$690	
Mop Sink	2	$ 282.99			$ 282.99	$283	
Solar	5	$ 790.39		Exempt	$ 790.39 Exe	$790	
RESIDENTIAL & COMMERCIAL							
Pool Equipment	3	$ 445.62			$ 445.62	$446	
Demolation	1	$ 120.37			$ 120.37	$120	
Insulation	2	$ 282.99			$ 282.99	$283	
Sidning	3	$ 445.62			$ 445.62	$446	
Windows	2	$ 282.99	$ 181.25	$ 10,000	$ 282.99	$102	
Doors	2	$ 282.99			$ 282.99	$283	
Sheet Rock Repairs	2	$ 282.99			$ 282.99	$283	
Minor Dryrot Repairs	3	$ 445.62			$ 445.62	$446	
Major Dryrot Repairs	7	$ 1,014.80			$ 1,014.80	$1,015	
Plumbing Minor	2	$ 282.99			$ 282.99	$283	
Plumbing Major	5	$ 689.55			$ 689.55	$690	
Interior Stairway	5	$ 689.55			$ 689.55	$690	
Exterior Stairway	3	$ 445.62			$ 445.62	$446	
Air Conditioning	2	$ 323.65			$ 323.65	$324	
Temp Power Pole	4	$ 526.93			$ 526.93	$527	
Sauna	3	$ 445.62			$ 445.62	$446	
Skylight	3	$ 445.62			$ 445.62	$446	

Exhibit C
Resolution No.
Fee Schedule : ADMINISTRATIVE
Year: 2010/2011

Type of Service	Current Fee	Proposed Fee	Change
Returned Check Fee	$ -	$ 30.00	new fee
Duplicate W-2 (per statement)		$ 5.00	
Photocopying Fee (81/2 x 11)		$ 0.25	
Recording of City Council Meetings/	$ -	$ 5.00	
CD/DVD provided by requestor		$ -	
Advertising Permit			
Banner			
Billboard			
Handbill			
Candidate filing Fee			
Council		$ 300.00	
Research Fee (for confidential employee information/ per 1/2 hr		$ 20.00	
Council Agenda Packet		$ 20.00	
Duplicate Business License Required		$ 25.00	

Exhibit D
Resolution No.
Fee Schedule : Town Owned Public Buildings and Facilities
Year: **2010/2011**

Rental Fees

Facility/Property	Category	CURRENT FEES	PROPOSED FEES Rate (per hr.) Resident	Rate (per hr.) Non-Resident	Youth Sports Rate (per hr.)	ALL	approx 10% increase CHANGE
Women's Club	**Non-Profit Group** *(IRS certificated required) per hr.*	$23	$ 25	$ 57			$2
	Private Event *per hr.*	$75	$ 83	$ 89			$8
Pavilion (rates are per hour with 3 Hr. Min.)	**Non-Profit Group***(IRS certificated required) Per Hr.*	$46	$ 51	$ 114	$ 25		$5
	Private Event *per hr.*	$167	$ 184	$ 190	$ 25		$17
Stage	**Stage (Includes Assembly)**	$575				$ 633	$58
Street Closures	**Town Sponsored Events** *per day*	$58				$ 64	$6
	All Other Events	$173				$ 190	$17
Event Use of Bolinas Park	**Non-Profit Group***(IRS certificated required):* Per Day	$115				$ 127	$12
	Regular basis, short term: Per week	$86				$ 95	$9
	Once a week 0-2hrs: per meeting	$26				$ 29	$3
	Private Event *per day*	$230				$ 253	$23

Deposits

All Buildings	**Key Deposit (CASH only accepted)**	$30				$ 30	$0
	Key Loss Fee	$40				$ 44	$4
	Regular Damage/Cleaning (required to hold reservation)	$400				$ 440	$40
	If alcohol is served	$500				$ 550	$50
Parks	**Regular Damage/Cleaning (required to hold reservation)**	$250				$ 275	$25
	If Alcohol is served	$350				$ 385	$35
All Facilities/Parks	**Maintenance Surcharge**	$58				$ 64	$6

Exhibit E
Resolution No.
Fee Schedule : POLICE DEPARTMENT
Year **2010/2011**

Type of Service	Current Fee	Proposed Fee	Change
Reports:			
Traffic Accidents	$ 15.00	$ 15.00	
Crime and Incidents	$ 15.00	$5 for pages 1- 10 $.10 each additional page	variable
Duplication			
Audio, Video, & Data	*actual cost*	*actual cost*	
Vehicle			
Release	$ 35.00	$ 75.00	$40
Immobilization Device Removal (Boot)	$ 75.00	$ 120.00	$45
Repossession Fee	$ 25.00	$ 25.00	
Fingerprints			
Ink	$ 25.00	$ 25.00	
Livescan	$ -	$ 20.00	$20
Bicycle License			
Kid	$ 1.00	$ 2.00	$1
Adult	$ 2.00	$ 2.00	
Subpoena town employee for civil matter	$ 165.00	$ 150.00	-$15
Parking Permits (per year)			
Residents	$ 60.00	$ 60.00	
Merchants	$ 120.00	$ 120.00	
CCW Application Fee	$ 100.00	$ 100.00	
Security check - Home	0	0	
Street Closure- Block Party	0	$ 25.00	$25
Letter			
Clearance / Good Citizen Letter	0	Residents $25	$25
Notary and Fees arranged by requestor	0	Non-Residents $50	$50
Research/Crime Analysis (per hr.)	0	$ 45.00	$45
Special Events Staffing (per hr.)	0	$ 100.00	$100
ABC One-day License	0	$ 35.00	$35
	$ 638.00	$ 919.00	$371

** number of transactions per year (estimated)

Town of Fairfax
User Fee Study

WILLDAN
Financial Services

Description	Explanation
Blue Font	Updateable, hard coded number
Black Font	Formula driven, protected
Red Font	Hyperlinks to move from one worksheet to another

Table Name	Purpose	Data Source(s)
1.1 Salary Schedule	Salary and benefits by department	Agency
1.1a Budget	FY 08/09 Proposed Budget	Agency
2.1 Planning FB Rate	Calculation of fully burdened rates for the Planning Department	Agency/WFS
2.2 Bldg Inspc&Permits FB Rate	Calculation of fully burdened rates for the Building Inspections and Permits Department	Agency/WFS
2.3 Finance FB Rate	Calculation of fully burdened rates for the Finance Department	Agency/WFS
2.4 Town Manager FB Rate	Calculation of fully burdened rates for the Town Manager	Agency/WFS
2.5 Town Clerk FB Rate	Calculation of fully burdened rates for the City Clerk	Agency/WFS
2.6 PW - Street Maint. FB Rate	Calculation of fully burdened rates for the Public Works - Street Maintenance Department	Agency/WFS
2.7 PW - Administraive FB Rate	Calculation of fully burdened rates for the Public Works - Administrative Department	Agency/WFS
2.8 Police FB Rate	Calculation of fully burdened rates for the Police Department	Agency/WFS
3.1 Planning - FC Fee	Calculation of the Full Cost Recovery Planning Fees	Agency/WFS
3.2 Bldg Permits FC Fee	Calculation of the Full Cost Recovery Construction Permit Fees	Agency/WFS
3.3 Business License - FC Fee	Calculation of the Full Cost Recovery Business License Fees	Agency/WFS

Back to Index

Town of Fairfax Salary Allocation FY 2008 - 2009

Department	Fund #	Position	Annual Salary	Annual Benefits	Total Salary & Benefits	% of Salary/Benefits to Dept.	Total Salary & Benefits to Department
Town Manager	211	Town Manager	$ 131,943	$ 55,611	$ 187,554	100%	$187,554
Town Manager	211	Management Analyst	85,088	35,817	120,905	25%	$30,226
Town Clerk	221	Assisitant to the Town Mgr	83,047	35,390	118,437	100%	$118,437
Finance	241	Finance Director	118,637	42,829	161,467	100%	$161,467
Finance	241	Recreption/Front Counter	50,350	28,556	78,905	50%	$39,453
Finance	241	Management Analyst	85,088	35,817	120,905	50%	$60,452
Planning	311	Planning & Building Director	118,637	42,829	161,467	100%	$161,467
Planning	311	Senior Planner	88,498	36,530	125,027	100%	$125,027
Planning	311	Recreption/Front Counter	50,350	28,556	78,905	50%	$39,453
Building Inspections/Permits	321	Building Official	86,558	36,124	122,682	100%	$122,682
Police	411	Chief of Police	141,775	74,992	216,767	100%	$216,767
Police	411	Police Community Service Officer	80,464	60,589	141,053	100%	$141,053
Police	411	Police Corporal/officer	98,173	69,955	168,128	100%	$168,128
Police	411	Police Dispatcher	64,323	52,052	116,375	100%	$116,375
Police	411	Police Dispatcher	64,323	52,052	116,375	100%	$116,375
Police	411	Police Dispatcher	64,323	52,052	116,375	100%	$116,375
Police	411	Police Dispatcher	64,323	52,052	116,375	100%	$116,375
Police	411	Police Officer	80,464	60,589	141,053	100%	$141,053
Police	411	Police Officer	80,464	60,589	141,053	100%	$141,053
Police	411	Police Officer	80,464	60,589	141,053	100%	$141,053
Police	411	Police Officer	80,464	60,589	141,053	100%	$141,053
Police	411	Police Sergeant	93,618	67,546	161,164	100%	$161,164
Police	411	Police Sergeant	93,618	67,546	161,164	100%	$161,164
Police	411	Police Sergeant	93,618	67,546	161,164	100%	$161,164
Police	411	Detective/Officer	84,361	62,650	147,011	100%	$147,011
Public Works Admin	510	Public Works Director	118,637	42,829	161,467	100%	$161,467
Public Works Admin	510	Management Analyst	85,088	35,817	120,905	25%	$30,226
Public Works Street Maint	511	Lead Worker	54,419	29,407	83,826	100%	$83,826
Public Works Street Maint	511	Lead Worker	54,419	29,407	83,826	100%	$83,826
Public Works Street Maint	511	Maint Worker I	48,888	28,250	77,138	100%	$77,138
Public Works Street Maint	511	Maint Worker II	51,358	28,767	80,124	100%	$80,124
Public Works Street Maint	511	Maint Worker II	51,358	28,767	80,124	100%	$80,124
Recreation	217	Recreation Coordinator	33,075	24,945	58,020	100%	$58,020
Totals			$2,660,209	$1,547,637	$4,207,846		$3,887,131

Source: Town of Fairfax

Back to Index

Town of Fairfax
Comparative Expenditure Detail By Department
2008-2009 Fiscal Year

01 - General Fund	Actual 2006-2007	Adopted Budget 2007-2008	Estimated Actual 2007-2008	Proposed Budget 2008-2009
Mayor & Council	28,499	27,570	27,719	34,320
Town Treasurer	-	-	-	5,135
Auditor	19,616	22,000	23,130	23,000
Legal	97,675	80,000	98,689	100,000
Total Town Council	**145,790**	**129,570**	**149,538**	**162,455**
Manager	213,719	203,432	207,340	242,717
Volunteers	18,955	21,980	22,004	22,420
Recreation	16,295	20,330	19,483	23,020
Disaster Council	-	4,000	1,802	3,200
Town Clerk	129,431	128,887	125,586	141,591
Elections	-	7,400	8,129	8,400
Personnel	6,959	7,700	1,950	6,100
Finance	255,141	248,761	320,909	311,500
Total General Administration	**640,500**	**642,490**	**707,203**	**758,948**
Planning	351,551	399,728	386,710	458,732
Building Inspection	128,897	153,809	149,813	168,587
Total Development Services	**480,448**	**553,537**	**536,523**	**627,319**
Police	2,400,736	2,532,038	2,465,517	2,625,335
Special Police Expenses	5,083	6,300	802	5,300
Fire	1,593,577	1,557,832	1,428,835	1,679,873
Total Public Safety	**3,999,396**	**4,096,170**	**3,895,154**	**4,310,508**
Public Works Administration	115,130	118,701	130,001	150,550
Streets	352,401	359,412	324,875	363,949
Lighting	53,517	57,800	56,271	60,600
Storm	9,277	5,000	13,479	-
Pollution Prevention	19,880	20,000	19,880	20,000
Total Public Works	**550,205**	**560,913**	**544,506**	**595,099**
Park Maintenance	102,419	103,116	106,870	134,205
Rental Facilities -WC & Ball field	51,155	56,371	47,585	58,788
Rental Facilities - Pavilion	39,284	34,571	34,658	39,288
Total Parks & Facility Maintenance	**192,858**	**194,058**	**189,113**	**232,281**
Miscellaneous	160,767	197,760	153,585	174,000
Transfer Out	68,275	543,418	543,418	34,874
Total Non -Departmental	**229,042**	**741,178**	**697,003**	**208,874**
Total General Fund Expenses	**6,238,239**	**6,917,916**	**6,719,040**	**6,895,484**

Source: Town of Fairfax

Town of Fairfax: Planning (311) - Fully Burdened Hourly Rates Summary

Total Operating Budget [1]	**$ 458,732**	
Personnel Costs [2]	**325,947**	
		Percent to Personnel Costs
Dept Direct Allocation		
Administrative Personnel Costs [12]	-	
Operations [1]	133,152	
Subtotal	**133,152**	**40.85%** [14]
Central Services Overhead Allocation [13]	**73,315**	**22.49%** [15]
Total Cost Allocation	**532,414**	

Job Classifications [1]	Annual Salary & Benefits [1]	% of Annual Salary and Benefits Allocated to Department [3]	Annual Salary & Benefits Allocated to Department [4]	% Non-billable Annual Salary & Benefits to Department Overhead	Non-billable Annual Salary & Benefits [5]	Billable Annual Salary & Benefits [6]	Total Dept Overhead Allocation [7]	Central Services Overhead Allocation [8]	Fully Burdened Direct Labor [9]	Productive Hours [10]	**Fully Burdened Hourly Labor Rates** [11]
	A	B	C	D	E	F	G	H	I	J	K
	Salary		(A*B)		(C*D)	(C-E)	(F*Direct Overhead %)	(F*Indirect Overhead %)	(F+G+H)	(Annual Working Hours*B)	(K/L)
Planning & Building Director	$ 161,467	100%	$ 161,467	0%	$ -	$ 161,467	$ 65,960	$ 36,319	$ 263,746	1,650	**$ 160**
Senior Planner	125,027	100%	125,027	0%	-	125,027	51,075	28,122	204,225	1,650	**124**
Recreption/Front Counter	78,905	50%	39,453	0%	-	39,453	16,117	8,874	64,444	825	**78**
Position Total	**$ 365,399**		**$ 325,947**		**$ -**	**$ 325,947**	**$ 133,152**	**$ 73,315**	**$ 532,414**		

[1] From Town's Proposed Operating Budget Fiscal Year 2008-2009 (excludes capital costs) and the FY 2008/09 Salary Schedule as provided by the Town.
[2] From Town's total employee salary & benefits paid by the Department (Column C Total) less Non-billable Annual Salary & Benefits (Column E Total).
[3] % of annual salary and benefits allocated to department based on FY 2008/09 Salary Schedule.
[4] Portion of employee salaries and benefits allocation to User Fees determined by multiplying Columns A and B.
[5] Non-billable salary and benefits determined by multiplying Columns D and C.
[6] Billable salary and benefits determined by subtracting Columns C and E.
[7] Derived by multiplying Billable Annual Salary & Benefits (Column F) by the Departmental Indirect Labor percentage, which is 40.85%.
[8] Derived by multiplying the Billable Annual Salary & Benefits (Column F) by the Central Services Overhead percentage, which is 22.49%.
[9] Fully Burdened Direct Labor is the sum of Billable Annual Salary & Benefits (Column F); Total Dept Overhead Allocation (Column G); Central Services Overhead Allocation (Column H) divided by number of employees.
[10] Hours are derived by 2,080 annual working hours minus an estimated 430 vacation/holiday/staff meetings/training hours (1,650 hrs) and multiplied by % of time allocated to the Department less any Non-billable percent.
[11] Derived by Fully Burdened Direct Labor divided by Productive Hours.
[12] Indirect Departmental personnel overhead costs not directly impacted by the user fees. Derived from (Column E) Non-billable Annual Salary & Benefits.
[13] Central Services Overhead Allocation.
[14] Department Overhead Allocation Percent determined by dividing total Dept Direct Allocation of $133,152 by Personnel Costs of $325,947.
[15] Central Services Overhead Allocation Percent determined by dividing total Central Services Overhead Allocation of $73,315 by Personnel Costs of $325,947.

Town of Fairfax: Building Inspections/Permits (321) - Fully Burdened Hourly Rates Summary

Total Operating Budget [1]	**$ 168,587**	
Personnel Costs [2]	**122,682**	
		Percent to Personnel Costs
Dept Direct Allocation		
Administrative Personnel Costs [12]	-	
Operations [1]	51,702	
Subtotal	**51,702**	**42.14%** [14]
Central Services Overhead Allocation [13]	**26,944**	**21.96%** [15]
Total Cost Allocation	**201,328**	

	Annual Salary & Benefits [1]	% of Annual Salary and Benefits Allocated to Department [3]	Annual Salary & Benefits Allocated to Department [4]	% Non-billable Annual Salary & Benefits to Department Overhead	Non-billable Annual Salary & Benefits [5]	Billable Annual Salary & Benefits [6]	Total Dept Overhead Allocation [7]	Central Services Overhead Allocation [8]	Fully Burdened Direct Labor [9]	Productive Hours [10]	**Fully Burdened Hourly Labor Rates** [11]
	A	B	C	D	E	F	G	H	I	J	K
Job Classifications [1]	Salary		(A*B)		(C*D)	(C-E)	(F*Direct Overhead %)	(F*Indirect Overhead %)	(F+G+H)	(Annual Working Hours*B)	(K/L)
Building Official	$ 122,682	100%	$ 122,682	0%	$ -	$ 122,682	$ 51,702	$ 26,944	$ 201,328	1,238	**$ 163**
Position Total	**$ 122,682**		**$ 122,682**		**$ -**	**$ 122,682**	**$ 51,702**	**$ 26,944**	**$ 201,328**		

[1] From Town's Proposed Operating Budget Fiscal Year 2008-2009 (excludes capital costs) and the FY 2008/09 Salary Schedule as provided by the Town.
[2] From Town's total employee salary & benefits paid by the Department (Column C Total) less Non-billable Annual Salary & Benefits (Column E Total).
[3] % of annual salary and benefits allocated to department based on FY 2008/09 Salary Schedule.
[4] Portion of employee salaries and benefits allocation to User Fees determined by multiplying Columns A and B.
[5] Non-billable salary and benefits determined by multiplying Columns D and C.
[6] Billable salary and benefits determined by subtracting Columns C and E.
[7] Derived by multiplying Billable Annual Salary & Benefits (Column F) by the Departmental Indirect Labor percentage, which is 42.14%.
[8] Derived by multiplying the Billable Annual Salary & Benefits (Column F) by the Central Services Overhead percentage, which is 21.96%.
[9] Fully Burdened Direct Labor is the sum of Billable Annual Salary & Benefits (Column F); Total Dept Overhead Allocation (Column G); Central Services Overhead Allocation (Column H) divided by number of employees.
[10] Hours are derived by 2,080 annual working hours minus an estimated 430 vacation/holiday/staff meetings/training hours (1,650 hrs) and multiplied by % of time allocated to the Department less any Non-billable percent.
[11] Derived by Fully Burdened Direct Labor divided by Productive Hours.
[12] Indirect Departmental personnel overhead costs not directly impacted by the user fees. Derived from (Column E) Non-billable Annual Salary & Benefits.
[13] Central Services Overhead Allocation.
[14] Department Overhead Allocation Percent determined by dividing total Dept Direct Allocation of $51,702 by Personnel Costs of $122,682.
[15] Central Services Overhead Allocation Percent determined by dividing total Central Services Overhead Allocation of $26,944 by Personnel Costs of $122,682.

Town of Fairfax: Finance (241) - Fully Burdened Hourly Rates Summary

Total Operating Budget [1]	**$ 311,500**	
Personnel Costs [2]	**261,372**	
		Percent to Personnel Costs
Dept Direct Allocation		
Administrative Personnel Costs [12]	-	
Operations [1]	102,300	
Subtotal	**102,300**	**39.14%** [14]
Central Services Overhead Allocation [13]	-	**0.00%** [15]
Total Cost Allocation	**363,672**	

	Annual Salary & Benefits [1]	% of Annual Salary and Benefits Allocated to Department [3]	Annual Salary & Benefits Allocated to Department [4]	% Non-billable Annual Salary & Benefits to Department Overhead	Non-billable Annual Salary & Benefits [5]	Billable Annual Salary & Benefits [6]	Total Dept Overhead Allocation [7]	Central Services Overhead Allocation [8]	Fully Burdened Direct Labor [9]	Productive Hours [10]	**Fully Burdened Hourly Labor Rates** [11]
	A	B	C	D	E	F	G	H	I	J	K
Job Classifications [1]	Salary		(A*B)		(C*D)	(C-E)	(F*Direct Overhead %)	(F*Indirect Overhead %)	(F+G+H)	(Annual Working Hours*B)	(K/L)
Finance Director	$ 161,467	100%	$ 161,467	0%	$ -	$ 161,467	$ 63,197	$ -	$ 224,664	1,650	**$ 136**
Recreption/Front Counter	78,905	50%	39,453	0%	-	39,453	15,442	-	54,894	825	**67**
Management Analyst	120,905	50%	60,452	0%	-	60,452	23,661	-	84,113	825	**102**
Position Total	**$ 361,277**		**$ 261,372**		**$ -**	**$ 261,372**	**$ 102,300**	**$ -**	**$ 363,672**		

[1] From Town's Proposed Operating Budget Fiscal Year 2008-2009 (excludes capital costs) and the FY 2008/09 Salary Schedule as provided by the Town.
[2] From Town's total employee salary & benefits paid by the Department (Column C Total) less Non-billable Annual Salary & Benefits (Column E Total).
[3] % of annual salary and benefits allocated to department based on FY 2008/09 Salary Schedule.
[4] Portion of employee salaries and benefits allocation to User Fees determined by multiplying Columns A and B.
[5] Non-billable salary and benefits determined by multiplying Columns D and C.
[6] Billable salary and benefits determined by subtracting Columns C and E.
[7] Derived by multiplying Billable Annual Salary & Benefits (Column F) by the Departmental Indirect Labor percentage, which is 39.14%.
[8] Derived by multiplying the Billable Annual Salary & Benefits (Column F) by the Central Services Overhead percentage, which is 0%.
[9] Fully Burdened Direct Labor is the sum of Billable Annual Salary & Benefits (Column F); Total Dept Overhead Allocation (Column G); Central Services Overhead Allocation (Column H) divided by number of employees.
[10] Hours are derived by 2,080 annual working hours minus an estimated 430 vacation/holiday/staff meetings/training hours (1,650 hrs) and multiplied by % of time allocated to the Department less any Non-billable percent.
[11] Derived by Fully Burdened Direct Labor divided by Productive Hours.
[12] Indirect Departmental personnel overhead costs not directly impacted by the user fees. Derived from (Column E) Non-billable Annual Salary & Benefits.
[13] Central Services Overhead Allocation.
[14] Department Overhead Allocation Percent determined by dividing total Dept Direct Allocation of $102,300 by Personnel Costs of $261,372.
[15] Central Services Overhead Allocation Percent determined by dividing total Central Services Overhead Allocation of $0 by Personnel Costs of $261,372.

Town of Fairfax: Town Manager (211) - Fully Burdened Hourly Rates Summary

Total Operating Budget [1]	**$ 242,717**	
Personnel Costs [2]	**217,780**	
		Percent to Personnel Costs
Dept Direct Allocation		
Administrative Personnel Costs [12]	-	
Operations [1]	39,195	
Subtotal	**39,195**	**18.00%** [14]
Central Services Overhead Allocation [13]	-	**0.00%** [15]
Total Cost Allocation	**256,975**	

	Annual Salary & Benefits [1]	% of Annual Salary and Benefits Allocated to Department [3]	Annual Salary & Benefits Allocated to Department [4]	% Non-billable Annual Salary & Benefits to Department Overhead	Non-billable Annual Salary & Benefits [5]	Billable Annual Salary & Benefits [6]	Total Dept Overhead Allocation [7]	Central Services Overhead Allocation [8]	Fully Burdened Direct Labor [9]	Productive Hours [10]	**Fully Burdened Hourly Labor Rates** [11]
	A	B	C	D	E	F	G	H	I	J	K
Job Classifications [1]	Salary		(A*B)		(C*D)	(C-E)	(F*Direct Overhead %)	(F*Indirect Overhead %)	(F+G+H)	(Annual Working Hours*B)	(K/L)
Town Manager	$ 187,554	100%	187,554	0%	-	187,554	33,755	-	221,309	1,650	**134**
Management Analyst	120,905	25%	30,226	0%	-	30,226	5,440	-	35,666	413	**86**
Position Total	**308,458**		**217,780**		**-**	**217,780**	**39,195**	**-**	**256,975**		

[1] From Town's Proposed Operating Budget Fiscal Year 2008-2009 (excludes capital costs) and the FY 2008/09 Salary Schedule as provided by the Town.
[2] From Town's total employee salary & benefits paid by the Department (Column C Total) less Non-billable Annual Salary & Benefits (Column E Total).
[3] % of annual salary and benefits allocated to department based on FY 2008/09 Salary Schedule.
[4] Portion of employee salaries and benefits allocation to User Fees determined by multiplying Columns A and B.
[5] Non-billable salary and benefits determined by multiplying Columns D and C.
[6] Billable salary and benefits determined by subtracting Columns C and E.
[7] Derived by multiplying Billable Annual Salary & Benefits (Column F) by the Departmental Indirect Labor percentage, which is 18%.
[8] Derived by multiplying the Billable Annual Salary & Benefits (Column F) by the Central Services Overhead percentage, which is 0%.
[9] Fully Burdened Direct Labor is the sum of Billable Annual Salary & Benefits (Column F); Total Dept Overhead Allocation (Column G); Central Services Overhead Allocation (Column H) divided by number of employees.
[10] Hours are derived by 2,080 annual working hours minus an estimated 430 vacation/holiday/staff meetings/training hours (1,650 hrs) and multiplied by % of time allocated to the Department less any Non-billable percent.
[11] Derived by Fully Burdened Direct Labor divided by Productive Hours.
[12] Indirect Departmental personnel overhead costs not directly impacted by the user fees. Derived from (Column E) Non-billable Annual Salary & Benefits.
[13] Central Services Overhead Allocation.
[14] Department Overhead Allocation Percent determined by dividing total Dept Direct Allocation of $39,195 by Personnel Costs of $217,780.
[15] Central Services Overhead Allocation Percent determined by dividing total Central Services Overhead Allocation of $0 by Personnel Costs of $217,780.

Town of Fairfax: Town Clerk (221) - Fully Burdened Hourly Rates Summary

Total Operating Budget [1]	**$ 141,654**	
Personnel Costs [2]	**118,437**	
		Percent to Personnel Costs
Dept Direct Allocation		
Administrative Personnel Costs [12]	-	
Operations [1]	24,900	
Subtotal	**24,900**	**21.02%** [14]
Central Services Overhead Allocation [13]	-	**0.00%** [15]
Total Cost Allocation	**143,337**	

	Annual Salary & Benefits [1]	% of Annual Salary and Benefits Allocated to Department [3]	Annual Salary & Benefits Allocated to Department [4]	% Non-billable Annual Salary & Benefits to Department Overhead	Non-billable Annual Salary & Benefits [5]	Billable Annual Salary & Benefits [6]	Total Dept Overhead Allocation [7]	Central Services Overhead Allocation [8]	Fully Burdened Direct Labor [9]	Productive Hours [10]	**Fully Burdened Hourly Labor Rates** [11]
	A	B	C	D	E	F	G	H	I	J	K
Job Classifications [1]	Salary		(A*B)		(C*D)	(C-E)	(F*Direct Overhead %)	(F*Indirect Overhead %)	(F+G+H)	(Annual Working Hours*B)	(K/L)
Assisitant to the Town Mgr	118,437	100%	118,437	0%	-	118,437	24,900	-	143,337	1,650	**87**
Position Total	**118,437**		**118,437**		**-**	**118,437**	**24,900**	**-**	**143,337**		

[1] From Town's Proposed Operating Budget Fiscal Year 2008-2009 (excludes capital costs) and the FY 2008/09 Salary Schedule as provided by the Town.
[2] From Town's total employee salary & benefits paid by the Department (Column C Total) less Non-billable Annual Salary & Benefits (Column E Total).
[3] % of annual salary and benefits allocated to department based on FY 2008/09 Salary Schedule.
[4] Portion of employee salaries and benefits allocation to User Fees determined by multiplying Columns A and B.
[5] Non-billable salary and benefits determined by multiplying Columns D and C.
[6] Billable salary and benefits determined by subtracting Columns C and E.
[7] Derived by multiplying Billable Annual Salary & Benefits (Column F) by the Departmental Indirect Labor percentage, which is 21.02%.
[8] Derived by multiplying the Billable Annual Salary & Benefits (Column F) by the Central Services Overhead percentage, which is 0%.
[9] Fully Burdened Direct Labor is the sum of Billable Annual Salary & Benefits (Column F); Total Dept Overhead Allocation (Column G); Central Services Overhead Allocation (Column H) divided by number of employees.
[10] Hours are derived by 2,080 annual working hours minus an estimated 430 vacation/holiday/staff meetings/training hours (1,650 hrs) and multiplied by % of time allocated to the Department less any Non-billable percent.
[11] Derived by Fully Burdened Direct Labor divided by Productive Hours.
[12] Indirect Departmental personnel overhead costs not directly impacted by the user fees. Derived from (Column E) Non-billable Annual Salary & Benefits.
[13] Central Services Overhead Allocation.
[14] Department Overhead Allocation Percent determined by dividing total Dept Direct Allocation of $24,900 by Personnel Costs of $118,437.
[15] Central Services Overhead Allocation Percent determined by dividing total Central Services Overhead Allocation of $0 by Personnel Costs of $118,437.

Town of Fairfax: Public Works Street Maintenance (511) - Fully Burdened Hourly Rates Summary

Total Operating Budget [1]	**$ 363,949**	
Personnel Costs [2]	**405,039**	
		Percent to Personnel Costs
Dept Direct Allocation		
Administrative Personnel Costs [12]	-	
Operations [1]	161,854	
Subtotal	**161,854**	**39.96%** [14]
Central Services Overhead Allocation [13]	**58,167**	**14.36%** [15]
Total Cost Allocation	**625,059**	

	Annual Salary & Benefits [1]	% of Annual Salary and Benefits Allocated to Department [3]	Annual Salary & Benefits Allocated to Department [4]	% Non-billable Annual Salary & Benefits to Department Overhead	Non-billable Annual Salary & Benefits [5]	Billable Annual Salary & Benefits [6]	Total Dept Overhead Allocation [7]	Central Services Overhead Allocation [8]	Fully Burdened Direct Labor [9]	Productive Hours [10]	**Fully Burdened Hourly Labor Rates** [11]
	A	B	C	D	E	F	G	H	I	J	K
Job Classifications [1]	Salary		(A*B)		(C*D)	(C-E)	(F*Direct Overhead %)	(F*Indirect Overhead %)	(F+G+H)	(Annual Working Hours*B)	(K/L)
Lead Worker	$83,826	100%	$ 83,826	0%	$ -	$ 83,826	$ 33,497	$ 12,038	$ 129,361	1,650	**$ 78**
Lead Worker	$83,826	100%	83,826	0%	-	83,826	33,497	12,038	129,361	1,650	**78**
Maint Worker I	$77,138	100%	77,138	0%	-	77,138	30,825	11,078	119,041	1,650	**72**
Maint Worker II	$80,124	100%	80,124	0%	-	80,124	32,018	11,506	123,648	1,650	**75**
Maint Worker II	$80,124	100%	80,124	0%	-	80,124	32,018	11,506	123,648	1,650	**75**
Position Total	**$ 405,039**		**$ 405,039**		**$ -**	**$ 405,039**	**$ 161,854**	**$ 58,167**	**$ 625,059**		

1 From Town's Proposed Operating Budget Fiscal Year 2008-2009 (excludes capital costs) and the FY 2008/09 Salary Schedule as provided by the Town.
2 From Town's total employee salary & benefits paid by the Department (Column C Total) less Non-billable Annual Salary & Benefits (Column E Total).
3 % of annual salary and benefits allocated to department based on FY 2008/09 Salary Schedule.
4 Portion of employee salaries and benefits allocation to User Fees determined by multiplying Columns A and B.
5 Non-billable salary and benefits determined by multiplying Columns D and C.
6 Billable salary and benefits determined by subtracting Columns C and E.
7 Derived by multiplying Billable Annual Salary & Benefits (Column F) by the Departmental Indirect Labor percentage, which is 39.96%.
8 Derived by multiplying the Billable Annual Salary & Benefits (Column F) by the Central Services Overhead percentage, which is 14.36%.
9 Fully Burdened Direct Labor is the sum of Billable Annual Salary & Benefits (Column F); Total Dept Overhead Allocation (Column G); Central Services Overhead Allocation (Column H) divided by number of employees.
10 Hours are derived by 2,080 annual working hours minus an estimated 430 vacation/holiday/staff meetings/training hours (1,650 hrs) and multiplied by % of time allocated to the Department less any Non-billable percent.
11 Derived by Fully Burdened Direct Labor divided by Productive Hours.
12 Indirect Departmental personnel overhead costs not directly impacted by the user fees. Derived from (Column E) Non-billable Annual Salary & Benefits.
13 Central Services Overhead Allocation.
14 Department Overhead Allocation Percent determined by dividing total Dept Direct Allocation of $161,854 by Personnel Costs of $405,039.
15 Central Services Overhead Allocation Percent determined by dividing total Central Services Overhead Allocation of $58,167 by Personnel Costs of $405,039.

Town of Fairfax: Public Works Administration (510) - Fully Burdened Hourly Rates Summary

Total Operating Budget [1]	**$ 150,550**	
Personnel Costs [2]	**191,693**	
		Percent to Personnel Costs
Dept Direct Allocation		
Administrative Personnel Costs [12]	-	
Operations [1]	22,950	
Subtotal	**22,950**	**11.97%** [14]
Central Services Overhead Allocation [13]	**24,061**	**12.55%** [15]
Total Cost Allocation	**238,704**	

Job Classifications [1]	Annual Salary & Benefits [1]	% of Annual Salary and Benefits Allocated to Department [3]	Annual Salary & Benefits Allocated to Department [4]	% Non-billable Annual Salary & Benefits to Department Overhead	Non-billable Annual Salary & Benefits [5]	Billable Annual Salary & Benefits [6]	Total Dept Overhead Allocation [7]	Central Services Overhead Allocation [8]	Fully Burdened Direct Labor [9]	Productive Hours [10]	**Fully Burdened Hourly Labor Rates** [11]
	A	B	C	D	E	F	G	H	I	J	K
	Salary		(A*B)		(C*D)	(C-E)	(F*Direct Overhead %)	(F*Indirect Overhead %)	(F+G+H)	(Annual Working Hours*B)	(K/L)
Public Works Director	$ 161,467	100%	$ 161,467	0%	$ -	$ 161,467	$ 19,331	$ 20,267	$ 201,065	1,650	**$ 122**
Management Analyst	120,905	25%	30,226	0%	-	30,226	3,619	3,794	37,639	413	**91**
Position Total	**$ 282,371**		**$ 191,693**		**$ -**	**$ 191,693**	**$ 22,950**	**$ 24,061**	**$ 238,704**		

[1] From Town's Proposed Operating Budget Fiscal Year 2008-2009 (excludes capital costs) and the FY 2008/09 Salary Schedule as provided by the Town.
[2] From Town's total employee salary & benefits paid by the Department (Column C Total) less Non-billable Annual Salary & Benefits (Column E Total).
[3] % of annual salary and benefits allocated to department based on FY 2008/09 Salary Schedule.
[4] Portion of employee salaries and benefits allocation to User Fees determined by multiplying Columns A and B.
[5] Non-billable salary and benefits determined by multiplying Columns D and C.
[6] Billable salary and benefits determined by subtracting Columns C and E.
[7] Derived by multiplying Billable Annual Salary & Benefits (Column F) by the Departmental Indirect Labor percentage, which is 11.97%.
[8] Derived by multiplying the Billable Annual Salary & Benefits (Column F) by the Central Services Overhead percentage, which is 12.55%.
[9] Fully Burdened Direct Labor is the sum of Billable Annual Salary & Benefits (Column F); Total Dept Overhead Allocation (Column G); Central Services Overhead Allocation (Column H) divided by number of employees.
[10] Hours are derived by 2,080 annual working hours minus an estimated 430 vacation/holiday/staff meetings/training hours (1,650 hrs) and multiplied by % of time allocated to the Department less any Non-billable percent.
[11] Derived by Fully Burdened Direct Labor divided by Productive Hours.
[12] Indirect Departmental personnel overhead costs not directly impacted by the user fees. Derived from (Column E) Non-billable Annual Salary & Benefits.
[13] Central Services Overhead Allocation.
[14] Department Overhead Allocation Percent determined by dividing total Dept Direct Allocation of $22,950 by Personnel Costs of $191,693.
[15] Central Services Overhead Allocation Percent determined by dividing total Central Services Overhead Allocation of $24,061 by Personnel Costs of $191,693.

Back to Index

Department Title (Code)	Job Classification	Calculated FB Hourly Labor Rate ($)
Planning (311)	Planning & Building Director	160
	Senior Planner	124
	Recreption/Front Counter	78
Building/Inspection Permits (321)	Building Official	163
Public Works (511)	Lead Worker	78
	Maint Worker I	72
	Maint Worker II	75
Public Administration (510)	Public Works Director	122
	Management Analyst	91
Police (411)	Chief of Police	169
	Police Community Service Officer	110
	Police Corporal/officer	131
	Police Dispatcher	91
	Police Officer	110
	Police Sergeant	125
	Detective/Officer	114

Town of Fairfax: Police (411) - Fully Burdened Hourly Rates Summary

Total Operating Budget [1]	**$ 2,625,335**	
Personnel Costs [2]	**2,186,163**	
		Percent to Personnel Costs
Dept Direct Allocation		
Administrative Personnel Costs [12]	-	
Operations [1]	206,270	
Subtotal	**206,270**	**9.44% [14]**
Central Services Overhead Allocation [13]	**414,055**	**18.94% [15]**
Total Cost Allocation	**2,806,488**	

0.60

Job Classifications [1]	Annual Salary & Benefits [1]	% of Annual Salary and Benefits Allocated to Department [3]	Annual Salary & Benefits Allocated to Department [4]	% Non-billable Annual Salary & Benefits to Department Overhead	Non-billable Annual Salary & Benefits [5]	Billable Annual Salary & Benefits [6]	Total Dept Overhead Allocation [7]	Central Services Overhead Allocation [8]	Fully Burdened Direct Labor [9]	Productive Hours [10]	**Fully Burdened Hourly Labor Rates [11]**
	A	B	C	D	E	F	G	H	I	J	K
	Salary		(A*B)		(C*D)	(C-E)	(F*Direct Overhead %)	(F*Indirect Overhead %)	(F+G+H)	(Annual Working Hours*B)	(K/L)
Chief of Police	$ 216,767	100%	$ 216,767	0%	$ -	$ 216,767	$ 20,453	$ 41,055	$ 278,275	1,650	**$ 169**
Police Community Service Officer	141,053	100%	141,053	0%	-	141,053	13,309	26,715	181,076	1,650	**110**
Police Corporal/officer	168,128	100%	168,128	0%	-	168,128	15,863	31,843	215,835	1,650	**131**
Police Dispatcher	116,375	100%	116,375	0%	-	116,375	10,980	22,041	149,397	1,650	**91**
Police Dispatcher	116,375	100%	116,375	0%	-	116,375	10,980	22,041	149,397	1,650	**91**
Police Dispatcher	116,375	100%	116,375	0%	-	116,375	10,980	22,041	149,397	1,650	**91**
Police Dispatcher	116,375	100%	116,375	0%	-	116,375	10,980	22,041	149,397	1,650	**91**
Police Officer	141,053	100%	141,053	0%	-	141,053	13,309	26,715	181,076	1,650	**110**
Police Officer	141,053	100%	141,053	0%	-	141,053	13,309	26,715	181,076	1,650	**110**
Police Officer	141,053	100%	141,053	0%	-	141,053	13,309	26,715	181,076	1,650	**110**
Police Officer	141,053	100%	141,053	0%	-	141,053	13,309	26,715	181,076	1,650	**110**
Police Sergeant	161,164	100%	161,164	0%	-	161,164	15,206	30,524	206,895	1,650	**125**
Police Sergeant	161,164	100%	161,164	0%	-	161,164	15,206	30,524	206,895	1,650	**125**
Police Sergeant	161,164	100%	161,164	0%	-	161,164	15,206	30,524	206,895	1,650	**125**
Detective/Officer	147,011	100%	147,011	0%	-	147,011	13,871	27,844	188,725	1,650	**114**
Position Total	**$ 2,186,163**		**$ 2,186,163**		**$ -**	**$ 2,186,163**	**$ 206,270**	**$ 414,055**	**$ 2,806,488**		

[1] From Town's Proposed Operating Budget Fiscal Year 2008-2009 (excludes capital costs) and the FY 2008/09 Salary Schedule as provided by the Town. Operations cost excludes $100,000 of COP's revenue.
[2] From Town's total employee salary & benefits paid by the Department (Column C Total) less Non-billable Annual Salary & Benefits (Column E Total).
[3] % of annual salary and benefits allocated to department based on FY 2008/09 Salary Schedule.
[4] Portion of employee salaries and benefits allocation to User Fees determined by multiplying Columns A and B.
[5] Non-billable salary and benefits determined by multiplying Columns D and C.
[6] Billable salary and benefits determined by subtracting Columns C and E.
[7] Derived by multiplying Billable Annual Salary & Benefits (Column F) by the Departmental Indirect Labor percentage, which is 9.44%.
[8] Derived by multiplying the Billable Annual Salary & Benefits (Column F) by the Central Services Overhead percentage, which is 18.94%.
[9] Fully Burdened Direct Labor is the sum of Billable Annual Salary & Benefits (Column F); Total Dept Overhead Allocation (Column G); Central Services Overhead Allocation (Column H) divided by number of employees.
[10] Hours are derived by 2,080 annual working hours minus an estimated 430 vacation/holiday/staff meetings/training hours (1,650 hrs) and multiplied by % of time allocated to the Department less any Non-billable percent.
[11] Derived by Fully Burdened Direct Labor divided by Productive Hours.
[12] Indirect Departmental personnel overhead costs not directly impacted by the user fees. Derived from (Column E) Non-billable Annual Salary & Benefits.
[13] Central Services Overhead Allocation.
[14] Department Overhead Allocation Percent determined by dividing total Dept Direct Allocation of $206,270 by Personnel Costs of $2,186,163.
[15] Central Services Overhead Allocation Percent determined by dividing total Central Services Overhead Allocation of $414,055 by Personnel Costs of $2,186,163.

Table 11: Planning Department Fees - Full Cost Recovery Fee Summary

	FB Hourly Rate FB Minute Rate (FB Hourly Rate/60 Minutes) Service/Application	Total Time (in Hours)	Fully Burdened Cost to Provide Service		Current Fee			Proposed Fee	
			Cost	Notes	Deposit	Set Fee	Notes	Fee	Notes
1	**PLANNING FEES**								
2	The following fees are based upon an estimate of the minimal amount of planning staff time necessary to process various planning entitlements. These fees do not include costs pertaining to other Town Staff members related to processing planning entitlements. Also, the following fee schedule does not include the cost or related fees associated with the review of an application by the Town Engineer.								
3	**Basic Sign Permit Fee (conforming use)**	0.92	102.04			$ 35.00	conforming use	50.00	
4								-	
5	**Design Review Fees**							-	
6	Preliminary Design Review Signs	1.67	201.49			$ 50.00	per hour	201.00	
7	Modification	1.67	201.49			$ 100.00		201.00	
8	Banner Installation (non-profit)	6.50	506.75			$ 51.00		350.00	
9	Confiscated Sign	1.75	158.16			$ 27.00		158.00	Per Sign
10	Exterior Color Change	2.00	224.72			$ 150.00		224.00	
11	Residential Construction >= $19,999	0.50	39.06			$ 300.00		300.00	
12	Residential Construction <= $20,000	0.50	39.06			$ 750.00		750.00	
13	Commercial Projects - Minor	4.00	471.30			$ 750.00		750.00	
14	Commercial Projects - Major	45.50	5,599.25			$ 750.00		5,600.00	Deposit
15	Modification of Approved Plan	0.50	39.06				1/2 Fee	5,600.00	Deposit
16	Multiple Residential, per Each Unit Over 10	45.50	5,599.25			$ 70.00		5,600.00	Deposit
17								-	
18	Violation Inspection	3.50	467.26			$ 80.00		467.00	
19								-	
20	**Ridgeline Scenic Corridors**							-	
21	Principal Structures	5.50	657.92			$ 750.00		750.00	
22	Accessory Structures	5.50	657.92			$ 275.00		750.00	
23								-	
24	**Planned Development District**							-	
25	Preliminary Development Plan	-	-			$ 950.00		2,500.00	
26	Master Plan	-	-			$ 950.00		2,500.00	
27	Precise Plan	-	-			$ 950.00		2,500.00	
28	Amendment to Approved Plan	-	-			$ 950.00		2,500.00	
29								-	
30	**Rezoning and Pre-zoning**							-	
31	Rezoning and Pre-zoning	-	-			$ 772.00	+ graphics at cost	3,000.00	
32								-	
33	**General Plan Amendment**							-	
34	General Plan Text	-	-			$ 772.00		2,500.00	
35	General Plan Map	-	-			$ 772.00	+ graphics at cost	2,500.00	
36								-	
37	**Use Permits**							-	

Table 11: Planning Department Fees - Full Cost Recovery Fee Summary

	FB Hourly Rate	Total Time (in Hours)	Fully Burdened Cost to Provide Service	Current Fee		Proposed Fee
	FB Minute Rate (FB Hourly Rate/60 Minutes)					
38	Use Permit	7.50	942.93	$ 925.00		942.00
39	Modifications of Approved Use Permits	7.50	942.93	$ 465.00		942.00
40	Permit Extension Fee	2.25	303.15	$ -		328.00
41						-
42	**Variances**					-
43	Fences	4.50	534.15	$ 450.00		534.00
44	Modification of Approved Fence Variances	4.50	534.15	$ 230.00		534.00
45	All Other Variances	7.00	853.64	$ 925.00		925.00
46	Modification of Approved Variances	6.00	737.84	$ 465.00		925.00
47	Renewal, Extension of Time	1.00	141.81	$ 175.00		175.00
48						-
49	**Annexation**					-
50	Annexation Application/Processing	0.50	79.92	$ 950.00		950.00
51	LAFCO Fee (estimated minimum)	0.50	79.92	$ 7,500.00	Estimated minimum	4,795.00
52						-
53	**Hill Area Residential Development Permit (HRD)**					-
54	HRD	41.58	5,158.95	$ 1,100.00		5,158.00
55	Modification of Approved HRD Permit	-	-	$ 545.00		5,158.00
56	Renewal	1.50	180.87	$ 175.00		180.00
57						-
58	**Traffic Impact Report (TIP)**					-
59	TIP	43.00	5,430.44	$ 905.00		5,430.00 Plus outside consultant co:
60	Renewal (Planning Commission Hearing)	5.50	698.79	$ 420.00		698.00
61						-
62	**Illegal Tree Cutting Fee**	-	-	$ 500.00	per tree	1,000.00
63						-
64	**Well Drilling Permit**	-	-	$ 126.00		126.00
65						-
66	**Research ($60.00 minimum)**	-	-	$ 60.00	per hour	FBHR Rate per dept - $60.00 Minimum
	This Fee pertains to extensive research of records and information at Town Hall by Town Hall Staff					
67						-
68						-
69	**Photocopying**	0.08	6.51	$ 2.00	1st page, .25 additional pages	6.00 1st page, .25 additional pages
70						-
71	**Ordinance Preparation**					-
72	Application Fee	30.00	3,713.18	$ 630.00		3,713.00
73	Town Attorney Deposit	-	-	$ 390.00		400.00 Deposit ($190.00 per hour)
74						-
75	**Development Agreement**					-
76	Application Fee	6.00	814.78	$ 578.00		814.00
77	Town Attorney Deposit	-	-	$ 380.00		400.00 Deposit ($190.00 per hour)
78						-
79	**Excavation or Fill**					-
80	1 to 100 Cubic Yards	0.75	100.84	$ 72.00		100.00

Table 11: Planning Department Fees - Full Cost Recovery Fee Summary

	FB Hourly Rate	Total Time (in Hours)	Fully Burdened Cost to Provide Service	Current Fee		Proposed Fee	
	FB Minute Rate (FB Hourly Rate/60 Minutes)						
81	Over 100 Cubic Yards	10.50	1,375.61	$ 144.00		1,375.00	
82						-	
83	**Certificates of Compliance**					-	
84	**Any**	4.25	535.05	$ 264.00	+ $37 per parcel	535.00	Per parcel
85		-	-			-	
86						-	
87	**Encroachment Permits**					-	
88	Fences	5.00	595.08	$ 95.00		595.00	
89	Retaining Walls	6.00	718.85	$ 300.00		718.00	
90	Other Structures	6.00	718.85	$ 200.00		718.00	
91	Street Opening Permit	2.50	282.77	$ 125.00		282.00	
92						-	
93	**Environmental Review**					-	
94	Initial Study/Negative Declaration	40.00	4,950.90	$ 575.00		2,500.00	Deposit + FBNR T&M
95	Environmental Impact Report	-	-		15% of Contract	2,500.00	Deposit + FBNR T&M
96	County Processing Fee	-	-		Current Fee Rate	2,500.00	Deposit + FBNR T&M
97	Mitigation Monitoring	-	-	$ 60.00	per hour	2,500.00	Deposit + FBNR T&M
98	State Fish and Game Fees	-	-		Current Fee Rate	2,500.00	Deposit + FBNR T&M
99						-	
100	**Lot Line Adjustments**					-	
101	Lot Line Adjustment Application/Processing - Ministerial	5.50	693.99	$ 263.00		2,500.00	Deposit + FBNR T&M
102	Lot Line Adjustment Application/Processing - Discretionary	9.50	1,189.08	$ 263.00		2,500.00	Deposit + FBNR T&M
103	Engineering Deposit	-	-	$ 225.00		2,500.00	Deposit + FBNR T&M
104						-	
105	**Subdivisions**					-	
106	Tentative Map					2,500.00	Deposit + FBNR T&M
107	a. Less than 5 lots	-	-	$ 772.00		2,500.00	Deposit + FBNR T&M
108	b. 5 lots or more	-	-	$ 772.00	+ 74 per lot	2,500.00	Deposit + FBNR T&M
109	c. Extension of Tentative Map	-	-	$ 263.00		2,500.00	Deposit + FBNR T&M
110	Final Map Fee	-	-	$ 210.00		2,500.00	Deposit + FBNR T&M
111						-	
112	**Preliminary Planning Review**					-	
113	Preliminary review of planning entitlement applications, and related consultation with the Planning Director					1 Hr Deposit + FBNR x Time	
114	Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation under $50,000)	2.00	265.58	$ 140.00		265.00	

Table 11: Planning Department Fees - Full Cost Recovery Fee Summary

	FB Hourly Rate FB Minute Rate (FB Hourly Rate/60 Minutes)	Total Time (in Hours)	Fully Burdened Cost to Provide Service	Current Fee	Proposed Fee
115	Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation greater than or equal to $50,000)	2.50	327.47	$ 230.00	327.00
116					-
117	**Appeal Fee**	8.00	1,095.00	$ 105.00	300.00
118					-
119					-
120	**ENGINEERING REVIEW FEES***				
121	**Commercial Projects**	-	-	$ 850.00	850.00
122					-
123	**HRD Permit Review, Single Family Residences**	-	-	$ 750.00	750.00
124					-
125	**HRD Permit Review, 50% (or greater) Remodels**	-	-	$ 500.00	500.00
126					-
127	**Non-HRD, Single Family Residences**	-	-	$ 650.00	650.00
128					-
129	**Non-HRD, 50% (of greater) Remodels**	-	-	$ 450.00	450.00
130					-
131	**Planned Development District Applications**	-	-	$ 750.00	750.00
132					-
133	**Annexation**	-	-	$ 850.00	850.00
134					-
135	**Traffic Impact Permit**	-	-	$ 750.00	750.00
136					-
137	**Excavation Permit Review**	-	-	$ 500.00	500.00
138					-
139	**Map Review**	-	-	$ 850.00	850.00
140					-
141	**Site Specific Engineering Review**	-	-	$ 450.00	450.00
142					-
143	* These deposits are estimated minimums based upon the cost of reviewing various permits and entitlements, plus 20% for related planning review and administrative costs.				* These deposits are estimated minimums based upon the cost of reviewing various permits and entitlements, plus 30% for related planning review and administrative costs.

Table 11: Planning Department Fees - Full Cost Recovery Fee Summary

	FB Hourly Rate FB Minute Rate (FB Hourly Rate/60 Minutes)	Total Time (in Hours)	Fully Burdened Cost to Provide Service	Current Fee	Proposed Fee
145	* Unused portions of these fees will be refunded to the applicant at the conclusion of the permit or entitlement review process. If the cost of the review exceeds the original deposit amount, the applicant will be required to deposit additional monies, at the rate of $96 per hour, before processing continues or prior to the issuance of the respective permits or entitlements.				* Unused portions of these fees will be refunded to the applicant at the conclusion of the permit or entitlement review process. If the cost of the review exceeds the original deposit amount, the applicant will be required to deposit additional monies, at the rate of $104 per hour, before processing continues or prior to the issuance of the respective permits or entitlements.
146					
147	**CONTRACT OR CONSULTING SERVICES**				-
148	In addition to planning staff, and the services of the Town Engineer, the services of an outside consultant, other than an Environmental Impact Report Consultant may be necessary. The consultant's time will be charged on a			10%	10%
149					
150					
151					
152					
153	**ADVANCED PLANNING, TECHNOLOGY and INFRASTRUCTURE IMPROVEMENT FEES**				
154	General Plan Maintenance Fee	-	-	5% of all building permits with a value greater than $10,000	5% of all building permits with a value greater than $10,000
155					
156	Technology Improvement Fee	-	-	5% on all building permits	5% on all building permits
157					
158	Infrastructure Improvement Fee	-	-	5% on all building permits	5% on all building permits
159					
160	**PENALTY FOR WORK WITHOUT VALID ENTITLEMENT OR PERMITS**				
161	Where work requiring a permit or entitlement required by the Fairfax Town Code or the Uniform or California Building Codes, for which fees are specified in this resolution, is started or proceeded with prior to obtaining said permit, the fees shall be three times the cost of the required permit. The payment of such fees shall not relieve any persons from fully complying with the requirements of the Codes in the execution of the work nor from any other penalties prescribed therein.				
162					
163	**REIMBURSEMENT OF TOWN ATTORNEY COSTS**				

Table 11: Planning Department Fees - Full Cost Recovery Fee Summary

	FB Hourly Rate FB Minute Rate (FB Hourly Rate/60 Minutes)	Total Time (in Hours)	Fully Burdened Cost to Provide Service	Current Fee		Proposed Fee
164	The Town Attorney's time is charged at the rate specified in the current contract with the Town. A minimum deposit equivalent to one hour of time is required in conjunction with a formal request for the Town Attorney Services					Add additional cost for the time of the Senior Planner & Administrtive Admin amounting to 15 mins each or $50 per transaction
165						
166	**RESIDENTIAL RE-SALE INSPECTION**					
167	**Residential Re-Sale Inspection**	3.25	468.55	$ 210.00		$ 210.00
168						
169	**Per additional living Unit**	0.50	81.31	$ 25.00		$ 25.00
170						
171	**SOLAR ENERGY PERMIT FEES**					
172	Installation of Solar Energy collection devices	1.25	182.15	Waived	Waived	Waived
182						

Table 11: Building Permits - Full Cost Recovery Fee Summary

Note: Current Fees are based on a percentage of project valuation. The proposed fees are based upon the actual average FBHR. Building permit fees have not been adjusted since 1997 (resolution No. 1979). For your comparision we have selected a few types of building permits and done a valuation fee projection with the current rate table.

	FB Hourly Rate[1] FB Minute Rate (FB Hourly Rate/60 Minutes)	Total Time (in Hours)	Fully Burdened Cost to Provide Service Permit Cost		Current Cost		Purposed Cost	
	Service/Application		**Cost**	**Notes**	**Fee**	**Valuation**	**Fee**	**Notes**
1	**RESIDENTIAL**							
2	New Home	39	$ 6,004.27		$ 5,608.75	$ 1,000,000.	$ 6,004.27	
3	Major Remodel	29	$ 4,462.55		$ 543.25	$ 40,000	$ 4,462.55	
4	Major Kitchen Structural	22	$ 3,324.18		$ 251.25	$ 15,000	$ 3,324.18	
5	Major Bath Structural	16	$ 2,309.39				$ 2,309.39	
6	Minor Kitchen	12	$ 1,782.46				$ 1,782.46	
7	Addition Major	22	$ 3,324.18				$ 3,324.18	
8	Minor Bath	7	$ 1,014.80				$ 1,014.80	
9	Roof Large	4	$ 608.24				$ 608.24	
10	Roof Small	3	$ 445.62				$ 445.62	
11	Water Heater	2	$ 323.65				$ 100.00	
12	Water Line	2	$ 282.99				$ 282.99	
13	Gas Service	4	$ 526.93				$ 526.93	
14	Electrical Service	4	$ 526.93				$ 526.93	
15	Solar	4	$ 526.93			Exempt	$ 526.93	Exempt
16	Furnace	2	$ 323.65				$ 100.00	
17	Addition Minor	14	$ 2,192.22		$ 713.75	$ 60,000	$ 2,192.22	
18	Garage New	17	$ 2,598.78				$ 2,598.78	
19	Carport New	11	$ 1,704.35				$ 1,704.35	
20	Garage Repair	7	$ 1,096.11				$ 1,096.11	
21	Carport Repair	7	$ 1,096.11		$ 181.25	$ 10,000	$ 1,096.11	
22	Deck New	7	$ 1,096.11				$ 1,096.11	
23	Deck Repair	5	$ 689.55				$ 689.55	
24	New Foundation	6	$ 933.49				$ 933.49	
25	Earthquake Retro	3	$ 445.62				$ 445.62	
26	Ejector Pump	3	$ 364.30				$ 364.30	
27	Sun Room	5	$ 689.55				$ 689.55	
28	Grage Door	2	$ 282.99				$ 282.99	
29	Pool House	17	$ 2,680.09				$ 2,680.09	
30	Repipe Home	2	$ 282.99				$ 282.99	
31	Radiant Heating	3	$ 445.62				$ 445.62	
32	Creek Bank Repairs	12	$ 1,866.97		$ 321.25	$ 20,000	$ 1,866.97	
33	Woodstove	2	$ 282.99				$ 282.99	
34	Swimming Pool	9	$ 1,297.79				$ 1,297.79	
35	Hot Tub	4	$ 526.93				$ 526.93	
36	Retaining Wall	7	$ 1,096.11				$ 1,096.11	
37	**COMMERCIAL**							
38	Major Remodel	44	$ 6,693.82				$ 6,693.82	
39	Roof Large	6	$ 912.36				$ 912.36	
40	Roof Small	5	$ 668.42				$ 668.42	
41	Water Heater	3	$ 485.47				$ 485.47	
42	Water Line	3	$ 424.49				$ 424.49	
43	Gas Service	5	$ 790.39				$ 790.39	

Table 11: Building Permits - Full Cost Recovery Fee Summary

Note: Current Fees are based on a percentage of project valuation. The proposed fees are based upon the actual average FBHR. Building permit fees have not been adjusted since 1997 (resolution No. 1979). For your comparision we have selected a few types of building permits and done a valuation fee projection with the current rate table.

	FB Hourly Rate[1] FB Minute Rate (FB Hourly Rate/60 Minutes)	Total Time (in Hours)	Fully Burdened Cost to Provide Service Permit Cost	Current Cost	Purposed Cost
44	Electrical Service	5	$ 790.39		$ 790.39
45	ADA Upgrades Minor	7	$ 1,014.80		$ 1,014.80
46	ADA Upgrades Major	11	$ 1,665.29		$ 1,665.29
47	Grease Traps	2	$ 282.99		$ 282.99
48	Awning	2	$ 282.99		$ 282.99
49	Sign Structural	2	$ 282.99		$ 282.99
50	Freezer	5	$ 689.55		$ 689.55
51	Mop Sink	2	$ 282.99		$ 282.99
52	Solar	5	$ 790.39	Exempt	$ 790.39 Exempt
53	**RESIDENTIAL & COMMERCIAL**				
54	Pool Equipment	3	$ 445.62		$ 445.62
55	Demolation	1	$ 120.37		$ 120.37
56	Insulation	2	$ 282.99		$ 282.99
57	Sidning	3	$ 445.62		$ 445.62
58	Windows	2	$ 282.99	$ 181.25 $ 10,000	$ 282.99
59	Doors	2	$ 282.99		$ 282.99
60	Sheet Rock Repairs	2	$ 282.99		$ 282.99
61	Minor Dryrot Repairs	3	$ 445.62		$ 445.62
62	Major Dryrot Repairs	7	$ 1,014.80		$ 1,014.80
63	Plumbing Minor	2	$ 282.99		$ 282.99
64	Plumbing Major	5	$ 689.55		$ 689.55
65	Interior Stairway	5	$ 689.55		$ 689.55
66	Exterior Stairway	3	$ 445.62		$ 445.62
67	Air Conditioning	2	$ 323.65		$ 323.65
68	Temp Power Pole	4	$ 526.93		$ 526.93
69	Sauna	3	$ 445.62		$ 445.62
70	Skylight	3	$ 445.62		$ 445.62

Town of Fairfax Budget Summary

Departments	Personnel Budget (Salary & Benefits)	Operating Budget	Capital Outlay	FY 2008/09 Total Dept. Budget	FY 2008/09 Total Dept. Budget	Central Svc Depts. Unallocable Budget	Description of Unallocable Budget	Allocable Budget
	A	B	C	Check & Bal.	D	E		F D - E
Central Service Departments								
TOWN COUNCIL								
Town Council (111)	$ 22,070	$ 12,250	$ -	$ 34,320	$ 34,320	$ -		$ 34,320
Town Treasurer (112)	4,385	750	-	5,135	5,135	-		5,135
Independent Auditor (116)	-	23,000	-	23,000	23,000	-		23,000
Town Attorney (121)	-	100,000	-	100,000	100,000	-		100,000
TOWN COUNCIL TOTAL	**$ 26,455**	**$ 136,000**	**$ -**	**$ 162,455**	**$ 162,455**	**$ -**		**$ 162,455**
GENERAL ADMINISTRATION								
Town Manager (211)	$ 39,195	$ 203,522	$ -	$ 242,717	$ 242,717	$ -		$ 242,717
Volunteers For Fairfax (216)	2,800	19,620	-	22,420	22,420	-		22,420
Recreation (217)	-	23,020	-	23,020	23,020	-		23,020
Disaster Council (218)	-	3,200	-	3,200	3,200	-		3,200
Town Clerk (221)	116,691	24,900	-	141,591	141,591	-		141,591
Elections (222)	-	8,400	-	8,400	8,400	-		8,400
Personnel (231)	-	6,100	-	6,100	6,100	-		6,100
Finance (241)	209,200	102,300	-	311,500	311,500	-		311,500
GENERAL ADMINISTRATION TOTAL	**$ 367,886**	**$ 391,062**	**$ -**	**$ 758,948**	**$ 758,948**	**$ -**		**$ 758,948**
Operating Departments								
DEVELOPMENT SERVICES								
Planning (311)	$ 325,580	$ 133,152	$ -	$ 458,732	$ 458,732			
Building Inspection/Permits (321)	116,885	51,702	-	168,587	168,587			
DEVELOPMENT SERVICES TOTAL	**$ 442,465**	**$ 184,854**	**$ -**	**$ 627,319**	**$ 627,319**			
PUBLIC SAFETY								
Police (411)	$ 2,319,065	$ 306,270	$ -	$ 2,625,335	$ 2,625,335			
Special Police Expenses (412)	-	5,300	-	5,300	5,300			
Ross Valley Fire Service (421)	-	1,679,873	-	1,679,873	1,679,873			
PUBLIC SAFETY TOTAL	**$ 2,319,065**	**$ 1,991,443**	**$ -**	**$ 4,310,508**	**$ 4,310,508**			
PUBLIC WORKS								
Public Works Administration (510)	$ 127,600	$ 22,950	$ -	$ 150,550	$ 150,550			
Public Works Street Maintenance (511)	202,095	161,854	-	363,949	363,949			
Public Works Street Lighting & Traffic Signals	-	60,600	-	60,600	60,600			
Public Works Pollution Prevention (514)	-	20,000	-	20,000	20,000			
PUBLIC WORKS TOTAL	**$ 329,695**	**$ 265,404**	**$ -**	**$ 595,099**	**$ 595,099**			
PARKS AND FACILITY MAINTENANCE								
Park Maintenance (611)	$ 72,310	$ 61,895	$ -	$ 134,205	$ 134,205			
Rental Facilities - Women's Club and Ball field (625)	20,220	38,568	-	58,788	58,788			
Rental Facilities - Pavilion (626)	20,220	19,068	-	39,288	39,288			
PARKS AND FACILITY MAINTENANCE TOTAL	**$ 112,750**	**$ 119,531**	**$ -**	**$ 232,281**	**$ 232,281**			
	$ 3,598,316	**$ 3,088,294**	**$ -**	**$ 6,686,610**	**$ 6,686,610**	**$ -**		**$ 921,403**

Source: Fiscal Year 2008-2009 Adopted Budget.

Table C14: Total Indirect Cost Summary

Total Indirect Cost Summary		
Total Allocable Budget of Central Svcs. Depts	$	921,403
Total Indirect Cost	**$**	**921,403**

DEPARTMENT	TOWN COUNCIL [2]	GENERAL ADMINISTRATION [3]	First Step: Direct Depts. Only [4]	Second Step: Allocated amount to each operating department / Total amount allocated to operating departments [5]	Second Step: Re-Distribute total amount allocated to central service departments to operating departments [6]	Final Step: Total Allocation [7]
					$ 126,968	
Central Service Departments [1]						
TOWN COUNCIL	$ 3,947	$ 18,439	$ 22,386			
GENERAL ADMINISTRATION	18,439	86,143	104,582			
Direct Operating Departments						
DEVELOPMENT SERVICES	$ 15,241	$ 71,202	$ 86,443	10.88%	13,816	100,259
PUBLIC SAFETY	104,726	489,254	593,980	74.77%	94,931	688,911
PUBLIC WORKS	14,458	67,545	82,004	10.32%	13,106	95,110
PARKS AND FACILITY MAINTENANCE	5,643	26,365	32,008	4.03%	5,116	37,123
	$ 162,455	**$ 758,948**	**$ 921,403**	**100.00%**	**$ 126,968**	**$ 921,403**

[1] Central Services Departments are identified as providing some or all of their services to other departments.
[2] The distribution of specific costs of the Town Council to other departments.
[3] The distribution of specific costs of General Administration to other departments.
[4] The sum of allocations from a Central Service Department to all departments.
[5] First phase of the "Second Step" is to calculate the operating departmental percentage of the total amount allocated to operating departments.
The percentages derived by dividing the allocated amount to each operating department by the total amount allocated to operating departments.
[6] Second phase of the "Second Step" is to re-distribute the total amount allocated to the central service departments to the operating departments.
Distributed total allocable amount of $126,968 to operating departments based on operating departmental percentage of the total amount allocated to operating departments.
[7] Final phase is to sum total cost allocated to an operating department from central service departments.
This allocated cost is also known as indirect cost which represents costs associated with services or support rendered to an operating department by the central service departments.

RESOLUTION NO. 2434

A RESOLUTION OF THE FAIRFAX TOWN COUNCIL SETTING FEES FOR PLANNING ENTITLEMENTS AND RELATED PERMITS, AND FEES TO RECOVER SOME COSTS RELATED TO INFRASTRUCTURE IMPROVEMENTS TO PROVIDE IMPROVED CUSTOMER SERVICE

WHEREAS, the Town Council has determined that it is necessary that fees pertaining to processing applications for planning entitlements related to development activity be more commensurate with the costs to the Town of Fairfax relative to providing such services;

WHEREAS, the Town Council has determined that planning fees geared to improve cost recovery are critical to the goal of providing excellent customer service, given budget constraints and related impacts on the General Fund of the Town of Fairfax;

NOW, THEREFORE BE IT RESOLVED that the following fee schedule be adopted:

SECTION 1. FEES

The following fees are based upon an estimate of the minimal amount of planning staff time necessary to process various planning entitlements. These fees do not include costs pertaining to other Town Staff members related to processing planning entitlements. Also, the following fee schedule does not include the cost or related fees associated with review of an application by the Town Engineer (See Section 2.).

1.0 Basic Sign Permit Fee (conforming use)
$35.00

1.10 Design Review Fees

Preliminary Design Review Signs	$50.00 per hour
Permit	$100.00
Modification	$100.00
Violation Inspection	$ 80.00
Banner Installation (non-profit)	$ 51.00
Confiscated Sign	$ 27.00
Fences and Exterior Color Change	$150.00
Residential Construction ≤ $19,999	$300.00
Residential Construction ≥ $20,000	$750.00
Commercial Projects	$750.00
Modification of Approved Plan Amount	½ Fee
Multiple Residential, per Each Unit Over 10	$70.00

Ridgeline Scenic Corridors

Principal Structures	$750.00
Accessory Structures	$275.00

1.11 Planned Development District

Preliminary Development Plan	$950.00
Master Plan	$950.00
Precise Plan	$950.00
Amendment to Approved Plan	$650.00

1.12 Rezoning and Pre-zoning

Rezoning and Pre-zoning	$772.00 (plus graphics at cost)

1.13 General Plan Amendment

General Plan Text	$772.00
General Plan Map	$772.00 (plus graphics at cost)

1.14 Use Permits

Use Permit	$925.00
Modifications of Approved Use Permits	$465.00

1.15 Variances

Fences	$450.00
Modification of Approved Fence Variances	$230.00
All Other Variances	$925.00
Modification of Approved Variances	$465.00
Renewal, Extension of Time	$175.00

1.16 Annexation

Annexation Application/Processing	$950.00
LAFCO Fee (estimated minimum)	$7,500.00

1.17 Hill Area Residential Development Permit (HRD)

HRD	$ 1,100.00
Modification of Approved HRD Permit	545.00
Renewal	$ 175.00

1.18 Traffic Impact Report (TIP)

TIP	$ 905.00
Renewal (Planning Commission Hearing)	$ 420.00

1.19 Street Opening Permit

Street Opening Permit	$ 125.00

1.20 Illegal Tree Cutting Fee

Illegal Tree Cutting Fee (per tree)	$ 500.00

1.21 Well Drilling

Well Drilling Permit	$ 126.00

1.22 Research ($60.00 minimum)

This Fee pertains to extensive research of records and information at Town Hall by Town Hall Staff.	$60.00 per hour

1.23 Photocopying

Photocopying - $2.00 for the 1st page, plus $0.25 for each additional page.

1.24 Ordinance Preparation

Application Fee	$ 578.00
Town Attorney Deposit	$ 380.00

1.25 Development Agreement

Application Fee	$ 630.00
Town Attorney Deposit	$ 390.00

1.3 Excavation of Fill

1 to 25 Cubic Yards	$ 39.00
25 to 100 Cubic Yards	$ 72.00
Over 100 Cubic Yards	$ 144.00

1.4 Certificates of Compliance

Certificates of Compliance	$ 264.00 (plus $37.00 per parcel)

1.5 Conditional Certificates of Compliance

Conditional Certificates of Compliance	$264.00 (plus $37.00 per parcel)

1.6 Encroachment Permits

Fences	$ 95.00
Retaining Walls	$300.00
Other Structures	$200.00

1.7 Environmental Review

Initial Study/Negative Declaration	$575.00
Environmental Impact Report	15% of Contract
County Processing Fee	Current Fee Rate
Mitigation Monitoring	$60.00 per hour
State Fish and Game Fees	Current Fee Rate

1.8 Lot Line Adjustments

Lot Line Adjustment Application/Processing	$263.00
Engineering Deposit	$225.00

1.9 Subdivisions

Tentative Map:	
a. Less than 5 Lots	$772.00
b. 5 lots or more	$772.00 (plus $74.00 per lot)
c. Extension of Tentative Map	$263.00
Final Map Fee	$210.00

1.91 Preliminary Planning Review

Preliminary Planning Review- Preliminary review of planning entitlement applications, and related consultation with the Planning Director:

Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation under $50,000)	$140.00
Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation greater than or equal to $50,000)	$230.00
1.92 Appeal Fee	$105.00

SECTION 2. ENGINEERING REVIEW FEES

The following deposits are estimated minimums based upon the cost of reviewing various permits and entitlements, plus 20% for related planning review and administrative costs.

Unused portions of these fees will be refunded to the applicant at the conclusion of the permit or entitlement review process. If the cost of review exceeds the original deposit amount, the applicant will be required to deposit additional monies, at the rate of $96.00 per hour, before processing continues or prior to the issuance of the respective permits or entitlements.

2.0 Engineering Review Fees

Commercial Projects	$850.00
HRD Permit Review, Single Family Residences	$750.00
HRD Permit Review, 50% (or greater) Remodels	$500.00
Non-HRD, Single Family Residences	$650.00
Non-HRD, 50% (or greater) Remodels	$450.00
Planned Development District Applications	$750.00
Annexation	$850.00
Traffic Impact Permit	$750.00

Street Opening Permit (residential/commercial property)	$121.00
Street Opening Permit (utility company project)	$500.00
Excavation permit review	$500.00
Map review	$850.00
Site specific engineering review	$450.00

SECTION 3. CONTRACT OR CONSULTING SERVICES

In addition to planning staff, and the services of the Town Engineer, the services of an outside consultant, other than an Environmental Impact Report Consultant may be necessary. The consultant's time will be charged on a cost basis plus 10% of the contract cost to recover administrative costs incurred by the Town.

SECTION 4. ADVANCED PLANNING, TECHNOLOGY AND INFRASTRUCTURE IMPROVEMENT FEES

4.0 General Plan Maintenance Fee	5% on all building permits with a valuation over $10,000.00
4.1 Technology Improvement Fee	5% on all building permits
4.2 Infrastructure Improvement Fee	5% on all building permits

SECTION 5. PENALTY FOR WORK WITHOUT VALID ENTITLEMENTS OR PERMITS

Where work requiring a permit or entitlement required by the Fairfax Town Code or the Uniform or California Building Codes, for which fees are specified in this resolution, is started or proceeded with prior to obtaining said permit, the fees shall be three times the cost of the required permit. The payment of such fees shall not relieve any persons from fully complying with the requirements of the Codes in the execution of the work nor from any other penalties prescribed therein.

SECTION 6. REIMBURSEMENT OF TOWN ATTORNEY COSTS

The Town Attorney's time is charged at the rate specified in the current contract with the Town. A minimum deposit equivalent to one hour of time is required in conjunction with a formal request for the Town Attorney Services.

SECTION 7, RESIDENTIAL RE-SALE INSPECTION

7.1 Residential Re-Sale Inspection	$210.00
Per additional living unit	$ 25.00

SECTION 8, SOLAR ENERGY PERMIT FEES

8.1 Installation of Solar Energy collection devices Exempt

The Foregoing Resolution was duly and regularly adopted by the Town Council of the Town of Fairfax, County of Marin, State of California, at a regular meeting thereof, held on the 6th day of September, 2006 by the following vote, to wit:

AYES: Bragman, Brandborg, Maggiore, Tremaine, Weinsoff

NOES: None

ABSENT: None

_____
Susan Brandborg, Mayor

Attest:

_____
Town Clerk

RESOLUTION NO. 2473

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX SETTING FORTH AND AMENDING THE FEE STRUCTURE FOR RENTAL OF TOWN OWNED PUBLIC BUILDINGS AND FACILITIES

Whereas, the Town Council desires to continue cost-recovery measures through recouping some of the costs associated with the use of Town-owned facilities and parks. Said costs include but are not limited to routine maintenance, building improvements and depreciation.

Now, therefore, be it resolved that:

1. The following fee schedule is hereby adopted:

FACILITY/PROPERTY	CATEGORY	RATE
Women's Club	Fairfax, non-profit group	$23 per hour
	Non-Fairfax, non-profit group	$52 per hour
	Fairfax Resident, private event	$75 per hour
	Non-Resident, private event	$81 per hour
Pavilion (3 Hour Minimum)	Fairfax, non-profit group	$46 per hour
	Non-Fairfax, non-profit group	$104 per hour
	Fairfax Resident, private event	$167 per hour
	Non-Resident, private event	$173 per hour
	Youth Sports Rate	$23 per hour
All Facilities and Parks	Maintenance Fee	$58
Stage	Includes Assembly	$575

DAMAGE/CLEANING DEPOSIT	All Buildings	$400
	If alcohol is served	$500
DAMAGE/CLEANING DEPOSIT	Parks	$250
	If alcohol is served	$350
STREET CLOSURES	Town Sponsored Events	$58 per day non-refundable
	All other events	$173 per day non-refundable
KEY DEPOSIT	All Buildings	$25 or Drivers License
KEY LOSS FEE	All Buildings	$40

Bolinas Park may be used for local events with the prior approval of the Town Council for the following fees in addition to the Park Deposit:

Non-profit group	$115 per day
Private event	$230 per day

Any non-profit use of the above public facilities on a regular basis for a short term each day will be billed at a rate not to exceed $86 per week. For non-profit groups using the facilities once a week for two hours or less the rate shall be $23 per meeting. To qualify for the non-profit rate, proof of IRS non-profit status must be provided.

2. In order to memorialize the past practice of the Town Council, it is hereby recognized that fees for the use of Town facilities and parks are periodically waived in limited instances. In order to allow for administrative efficiencies, the Town Council hereby delegates to the Town Manager the authority to waive fees for the use of Town facilities and parks under the following circumstances:
   a. The group requesting a fee waiver must make application in writing to the Town Manager.
   b. The Town Manager finds, in consultation with the Parks and Recreation Commission, that one or more of the following conditions exists:
      i. The event must be open to the general public and is a fundraiser for a non-profit group or for the Town.
      ii. The event is sponsored by a Town commission or committee.
      iii. The event promotes charitable purposes and it is in the Town's best interest to assist the event.

   The Town Manager also may bring the request for a waiver to the Council, if in his or her opinion, it is in the best interest of the Town for the fee waiver decision to be made by the Town Council.

3. This resolution shall take effect upon adoption. Resolution No. 2341 is hereby rescinded.

The foregoing resolution was duly passed and adopted by the Town Council of the Town of Fairfax at a Regular Meeting thereof held in said Town on the 7th day of February, 2007 by the following vote, to wit:

AYES: Bragman, Brandborg, Maggiore, Tremaine, Weinsoff
NOES: None
ABSENT: None

_____
LARRY BRAGMAN, MAYOR

Attest: _____
Judy Anderson, Town Clerk